

**Grant Application
For Positive Behavioral Supports Demonstration Site
Funding**

**IOWA DEPARTMENT OF EDUCATION
GRIMES STATE OFFICE BUILDING
DES MOINES, IOWA 50319-0146**

**LETTER OF INTENT DEADLINE :
MAY 3, 2002**

**APPLICATION DUE DATE:
JUNE 15, 2002
4:30 P.M.**

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Iowa Department of Education Schoolwide Positive Behavior Supports (PBS) Site Grant Application

What is school wide Positive Behavioral Supports (PBS):

According to Horner and Sugai (2002) schoolwide positive behavior support is a set of strategies and systems to increase the capacity of schools to (a) reduce school disruption, and (b) educate all students including those with problem behaviors through clearly defined outcomes, research-validated practices, supportive administrative systems and use of information for problem solving.

Background About the Grant:

Since 1999 the Iowa Department of Education has been involved in a three year Tri-State Consortium grant. This grant was to support statewide PBS team training, which included fifteen AEA, one LEA and one IHE team. These teams were trained on PBS concepts. From this work this grant has evolved. A statewide ad hoc committee, made up of LEA, AEA and DE individuals, was formed to create the criteria and selection process for this grant.

Intent of Grant:

It is the intent of this grant to select eight building sites interested in applying the school wide PBS concepts as a part of their school improvement process.

Outcome of Grant:

To establish eight building sites that have successfully implemented school wide PBS with high student achievement and low behavioral issues that will serve as models in sustaining the system wide creation of a socially competent culture.

Grant Funding:

\$5000.00 for each site per year for three years. Total site allocation \$15,000.00

A total of eight sites will be awarded. The intent of the funding is to support the activity at the site level such as teacher release time, team planning time, and staff development as related to over all implementation of schoolwide PBS.

Who Can Apply:

LEA building sites, public and nonpublic.

Requirements to Apply for the Grant:

For a building site to be eligible the following requirements need to be addressed:

- Building site administrative leadership and support must be evident and consistent throughout the term of the grant.
- Participation in all training. (three-four statewide 2 day training each year).
- 80% of all staff recognizing a significant behavioral need in the building site and a commitment to implement school wide PBS as a systemic intervention.
- Behavior is one of two or three school improvement goals for the building. Other measures of need at the site level must be shown.

- Building site must agree to participate in data collection efforts.
- Inclusion of involvement of youth, teachers, families, and other entities beyond the school.
- Selection of a person to serve as coach. (See description below).
- Commitment of building site to full implementation of schoolwide PBS concepts with fidelity.
- Establishment and/or designation of leadership team (at least 4-5 representatives of the building site).
- Completion of systems readiness instrument (to be sent with grant application-see system readiness attachment).
- Share requested data, if available, in areas such as office referrals for past 2-3 years.
- Letter of assurance from LEA Building site Superintendent.

Responsibilities of the Coach:

The individual selected as coach must agree to the following over the next three years:

- 1) attend team planning meetings (as determined by building site team),
- 2) attend and participate in statewide PBS training days (three-four 2 day training per year),
- 3) be the liaison between building site team and the Iowa Department of Education PBS core team and the Center for Positive Behavioral Supports staff, and
- 4) provide ongoing support to the building site team.

Criteria for Selection of Coach:

- Can be an AEA person or LEA staff person.
- Must agree to train others.
- Must be committed to the PBS concepts and willing to work with others on schoolwide PBS skill development.
- Agreement from the coach's employing agency that 10% of time will be toward this work.

Selection Process for the Grant:

Selection process will reflect geographically and demographically diverse sites. (Size, urban v. rural, race, SES, levels of focus, experience with change efforts, across AEAs, community and agency involvement). A statewide ad hoc committee will make the selection based on the criteria stated in this grant.

Timeline:

April 22, 2002	Public Notification of Grant Applications
May 3, 2002	Letter of Intent Due
June 15, 2002	Application Due Date
June 21, 2002	Application Selection
July 1, 2002	Notification of Grant Site Selections
August, 2002	Grant begins

Benefits to Participating Sites:

- Ongoing participation in training opportunities that address school wide PBS.
- Becoming a part of the state and national network of schools participating in state-of-the-art school wide PBS. The network shares effective strategies that address student behavior.
- To establish an improved behavioral climate and decrease negative behavior (office referrals, suspensions).
- Access to a sophisticated electronic data and decision-making system that will help meet performance measure requirements for this and other programs in your consolidated CSIP.

Measurable Outcomes for Building Site (Outcomes for Each Site for the First Year):

Each selected building site will:

- Experience positive change in student achievement and behavior.
- Demonstrate high degree of staff involvement in implementation of schoolwide PBS.
- Share upon request, performance measures with the Iowa Department of Education PBS core team and the Center for Positive Behavioral Supports staff.
- Demonstrate alignment of schoolwide PBS with other improvement efforts.
- Establish a data collection system that includes:
 - % of referrals for individualized, behavioral support plans and interventions
 - % of teachers and staff who are implementing schoolwide PBS practices with fidelity
 - % of parents, students, and school staff that report improvement in school climate/culture
 - % of students at the participating site for academic achievement in reading, math, and science for the three proficiency levels on districtwide assessments.
 - data routinely used by administrators and staff for making building level decisions.
- Demonstration through data collection that the site is culturally competent.

Performance Requirements of Selected Sites (Outcomes for the Building Site After Three Years:

- Demonstrated involvement of family, community and kids.
- Demonstrated high level of implementation with fidelity across the selected sites.
- Provision of data at predetermined points.
- Willingness to be a demonstration site for visitation during third year.
- Building demonstration site would invite (during the third year) other schools within their LEA to:
 - ◆ Participate in training
 - ◆ Participate in study groups/practice strategies
- Create an action plan that would show alignment with and integration across other initiatives.
- To participate in a schoolwide data collection process specific to behavior (model will be provided from over all project) and other data use (time, training, and routines).
- Description of coach's role and contribution.
- Determine allocation of time and personnel for collaboration.

APPLICATION CONTENT AND SCORING CRITERIA

I. Cover Sheet-REQUIRED (not scored)

This page is required and must contain all requested information. It should be the first visible page of the application.

II. Letter of Assurance-REQUIRED (3 weighting/15 points)

This page is required and must contain an assurance from the building site superintendent confirming their support of this application.

III. Grant Proposal Section-REQUIRED (30 weighting/150 points)

The following page(s) include the responses of the building site regarding the 6 questions of the grant proposal. On attached pages please complete the following questions. Points and scoring process follows the Application Content of this grant.

- ✓ **Describe how this initiative will contribute to achievement of your district's Comprehensive School Improvement Plan. (_6_)**
- ✓ **Why do you think your building needs to implement schoolwide PBS? (_6_)**
- ✓ **Describe other initiatives you are implementing and for how long. (_3_)**
- ✓ **Identify factors in your setting that will facilitate or contribute to this initiative in the areas of social, emotional and behavior change. (_6_)**
- ✓ **In regards to school climate and meeting the social, emotional, and behavioral needs, where do you want your building site to be in 3 years? (_6_)**

- ✓ **List the district's school improvement goals. (Sites selected are required to be working toward a personal-social or safe learning environment goal. (_3_)**

IV. Completion of System Readiness Instrument-REQUIRED- (12 weighting/60 points)

This instrument is required and must be completed by the building site and attached to the grant application.

V. Budget –REQUIRED- (5 weighting/25 points)

This page is required and must contain the proposed budget for the building site for the use of the funds for the first year. Each year the building site will complete a new proposed budget for the following fiscal year.

Scoring

The scoring rubric defines the level of quality evidenced in the proposal. The value (5,3, or 1) of the rubric is multiplied against the weighting given in parenthesis for each criterion. The total score or number of points is determined by adding each of those scores together. Weighting (_#_) and points (#) are given for each section and weighting is also designated for each criterion. Total points possible for the application are 250. The total number of points possible is based on the weighting multiplied by the highest rubric value of 5. The criterion and the rubric in this document are the same used by reviewers to score applications.

Scoring Rubric

- ❖ 5- All criterion in the category are comprehensively addressed in the written description of performance in this area. The evidence included is detailed and thorough with information that clearly substantiates effective practices and proposed results.
- ❖ 3- Most of the criteria in the category are addressed in the written description for this area. The evidence that is included adequately indicates effective practice and proposed results.
- ❖ 1- Few or none of the criteria in the category are adequately addressed in the written description for this area. Little evidence to support and indicate effective practice and proposed results is present

How to Submit an Application

The deadline for submission of application is 4:30 p.m. on June 15, 2002. One (1) original and three (3) copies, for a total of four (4), must be submitted by the deadline. A letter of intent must be submitted by 4:30 p.m. on May 3, 2002. Letter of intent and applications must be mailed or hand-delivered to be received by or before the deadline to Suana Wessendorf Knau, Third Floor, Grimes State Office Building, East 14th and Grand

Avenue, Des Moines, Iowa 50319-0146. Applications may not be sent by fax, e-mail, or by any other electronic means. No handwritten applications will be accepted.

How Applicants Are Selected

Reviewers will be members of the PBS Ad Hoc Criteria and Selection Committee. These individuals were involved in the creation of the criteria for the grant application. They will reconvene June 21 to score the applications. Based on the quality of the applications, those receiving the highest scores will be considered for funding.

Notification of Awards

Applicants will be notified of the results of their application the week of July 1, 2002.

**SCHOOLWIDE POSITIVE BEHAVIORAL SUPPORTS GRANT APPLICATION
Cover Sheet**

Date:

AEA:

District:

Building Site Name:

Address:

Phone:

Fax:

Contact Person:

Email:

❖ **Attach a Letter of Assurance from LEA building site Superintendent**

Name of Building Site Administrator:

Address:

Phone:

Email:

Name of Coach:

Address:

Phone:

Email:

Send letter of intent and final grant application (original and four copies) to:

Suana Wessendorf Knau, Consultant
Iowa Department of Education
E14th and Grand
Grimes State Office Building
Des Moines, IA 50319-0146

For further information contact Suana Wessendorf Knau, Consultant, Bureau of Children, Family and Community Services, Iowa Department of Education, 515-281-5447 or email Suana.Knau@ed.state.ia.us.

APPEAL PROCESS

Any applicant of the Iowa *Schoolwide Positive Behavior Supports (PBS) Site* grant funds may appeal the denial of a properly submitted competitive program grant application or the unilateral termination of a competitive program grant to the director of the department of education. Appeals must be in writing and received within ten working days of the date of notice of the decision and must be based on a contention that the process was conducted outside of statutory authority; violated state or federal law, policy or rule; did not provide adequate public notice; was altered without adequate public notice; or involved conflict of interest by staff or committee members. Refer to 281 IAC r. 7.5, the legal authority for this process.